This year’s Awards Banquet will be held on Thursday, April 16, 2020, at the Knott’s Berry Farm Hotel

NOMINATION INFORMATION

There is no limit to the number of entries that each agency can submit. Each entry must be accompanied with its own nomination cover sheet followed by the nomination criteria information for the specific award as listed below. Incomplete nomination packets will not be considered.

In the Dispatcher of the Year and Supervisor of the Year categories, attachments such as commendations, letters of excellence and/or memos, will enhance your nominee’s chance. If possible, provide a copy of their recent performance evaluation. All Attachments will be treated as confidential personnel documents and are reviewed by the Selection Committee only. Only the letters of nomination and the biographies will be retained by CPRA for file and/or banquet publications.

In the Outstanding Performance Categories, a recording of the submitted incident must accompany the nomination. Submitted recording will not be used for any other purpose than by the Selection Committee to select winners in these categories. In no case will the submitted recording be released to the media, or played at the awards banquet, without the express written authorization of the nominating agency.

In addition to the criteria above, a short biography of each nominee should be included with each nomination. The biography should be no more than 500 words in length and should cover such information as a brief summary of your nominee’s public safety career and some personal information.

Five copies of all nomination packets and ONE CD audio recording (if applicable) must be received no later than 5 pm on Friday, February 14, 2020.

Nomination packets may be mailed or hand-delivered to any CPRA Executive Committee member prior to the deadline. Once the winners and runners-up have been selected, CPRA will notify the contact person listed on each nomination cover sheet. Make sure this information is legible, complete and accurate for the mailing of the letter.

Award Categories:

- Telecommunicator of the Year
- Supervisor /Manager of the Year
- Trainer of the Year
- Outstanding Performance by an Individual Police
- Outstanding Performance by an Individual Fire
- Outstanding Performance by a Team
The California Public-Safety Radio Association
(Southern California Chapter of APCO - International)

NOMINATION CRITERIA

Please Note:

• All awards are for incidents occurring during the 2019 calendar year.
• Nominations for individuals in multiple categories must be submitted separately.

Telecommunicator of the Year – This category affords recognition to a Telecommunicator /Dispatcher who consistently performs at a superior level. This individual should have several years of service, will have a documented positive attitude towards peers, supervisors, and members of the public and will have a positive work ethic that can be partially demonstrated by maintaining an above average attendance record.

Supervisor/Manager of the Year – This category affords recognition to a Communications Supervisor/Manager who consistently performs at a superior level. This individual will generally have at least two years of service as Supervisor; will have a documented positive attitude towards his/her subordinates, peers, supervisors and members of the public. This person will be a good leader and motivator. He/she will have a positive work ethic that can be partially demonstrated by maintaining an above average attendance record.

Note: Telecommunicators who routinely perform the duties of a Supervisor ~ may be called “Lead Dispatcher” ~ and meet the criteria for nomination in this category.

Communications Trainer of the Year – This category affords recognition to a communications Trainer who consistently performs at a superior level. This individual will generally plan, develop, schedule and conduct on-the-job and/or classroom training for 911 and public safety communications Call Takers and Telecommunicators. Typically this individual will also evaluate trainee's skills and job performance, and assist in the planning and/or development of advanced training for 911 public safety communications Call Takers and Telecommunicators through in-service training or career development training.

Note: Sample job titles (Not all-inclusive) may be a Communications Training Officer (CTO), Field Training Officer (FTO), Communications Training Instructor, Career Development Coordinator, or Training Specialist that meets the criteria for nomination in this category

Outstanding Performance (Individual or Team) – This category affords recognition to a Telecommunicator, Supervisor, (performing the duties of a dispatcher), who handled a situation involving a critical incident under unusual circumstances. This individual(s) will generally have performed “above and beyond the call of duty” in handling a life threatening or extraordinary incident. Will generally have shown uncommon initiative and/or creativity in dealing with limited information, and in coordinating varied resources. The required recording should not be more than 10 minutes long and should contain the highlights that most illustrate the exceptional performance.

Note: For a team nomination, only include the primary call taker(s) and radio operator(s), up to a total of four people.

Questions?? Contact Terri Nelson (714) 425-1691 or via email: tnelcpra@gmail.com
The California Public-Safety Radio Association  
(Southern California Chapter of APCO - International)

NOMINATION COVER SHEET  
(Must be attached to each nomination)  
(select one category only):

☐ Telecommunicator of the Year  
☐ Supervisor/Manager of the Year

☐ Outstanding Performance by an Individual Police  
☐ Outstanding Performance by an Individual Fire

☐ Outstanding Performance by a Team  
☐ Trainer of the Year

Please Note:

• All awards are for incidents occurring during the 2019 calendar year.
• Nominations for individuals in multiple categories must be submitted separately.

Nominee(s) Use a separate sheet to list multiple names

Name:  
Title:  
Email:

Agency (include city and zip code)

Name:  
Address:  
Phone:

Contact Person

Name:  
Title:  
Email:  
Phone:  
Cell Phone:

Cell phone is necessary in case the panel has questions during the selection process.

In the Supervisor/Manager and Telecommunicator of the Year categories, please attach copies of any memos, letters of commendation, or other recognition related to their performance.

In the Outstanding Performance category, do not forget to include one 10 minute or less audio CD reflecting a sample of the nominee’s performance during the incident.

Send five (5) copies of each nomination packet to:  
CPRA Awards Committee  
3410 La Sierra Ave., #F1185  
Riverside, CA 92503

Thank you for taking the time to recognize the outstanding work of your co-workers and staff!

2020 National Telecommunicators Week Buttons are now available from CPRA!  
Please visit our website at www.CPRA.org for details and order form. Hurry supplies are limited.
The Southern California Chapter of APCO-International

Presents the

32nd Annual Telecommunicator Awards Banquet

Please come join us as we honor safety employees for their outstanding service.

Date: Thursday April 16, 2020

Time: 6:00 PM Social Hour
7:00 PM Dinner

Location: Knott’s Berry Farm Hotel
7675 Crescent Ave
Buena Park, CA 90620
(714) 995-1111

Guest rooms are available at a discounted rate of $129 plus room tax, when you mention “CPRA.” You must book by March 15, 2020 or before to take advantage of this rate.

Contact: Terri Nelson (714) 425-1691 or via email: tnelcpra@gmail.com
To register by mail, send the attached form and payment to:

CPRA Banquet
3410 La Sierra Ave., #F1185
Riverside, California 92503

To register via electronic mail with credit card payment: Treasurer@cpra.org

There will be door prize drawings throughout the evening!

We look forward to a wonderful evening honoring our best of the best!
**OPEN SEATING, FIRST-COME, FIRST-SERVE BASIS OR RESERVE A TABLE***

FOR AN ADDITIONAL $50.00 YOU CAN RESERVE A FULL TABLE FOR YOUR GROUP WITH EIGHT (8) PAID GUESTS!!

(Contact Terri Nelson for details (714) 425 1691 or tnelcpra@gmail.com)

Use additional forms if necessary

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PRINT INFORMATION LEGIBLY
(Continue on next page or make additional copies)

**MEAL SELECTION**
For beef add $5.00 to registration price.

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<th>Print Name</th>
<th>Mrs. Knott’s Chicken Dinner</th>
<th>Vegetarian Pasta</th>
<th>Sliced New York Strip Loin (Beef)</th>
<th>Paid Guest</th>
<th>Award Recipient</th>
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**If no meal selection is noted chicken will be served.**

Add $5.00 to the price below when selecting beef.

$50 per person (Paid by April 1, 2020)
$55 per person (After April 2, 2020)

Reservation deadline is April 8, 2020 at 5 p.m.

Date: ____________     Total # of tickets: __________ Amount enclosed or charge to credit card: $ __________

Method of payment: ☐ Check    ☐ Money Order - Make all checks payable to:
“California Public-Safety Radio Association” **No abbreviations please**

Mail completed form and payment to:  CPRA Registration, 3410 La Sierra Ave., #F-1185 Riverside, CA 92503

To register via electronic mail: E-mail or FAX completed payment form to Treasurer@cpra.org or FAX (213) 291-9411

Credit Card payment: ☐ Mastercard □ Visa ☐ American Express □ Discover
Name as it appears on card: _______________________________
Card number: ___________________________ Exp date: ___________ Security code: ______
Credit Card Billing Address Zip Code ___________ Receipt Email: __________________________
REGISTRATION FORM (Continued)

Agency/Company: ____________________________________________  
Contact Name: ___________________________________________________________________
Cell Phone: ___________________________________________________________________
Address: ________________________________________________________________________
City/State/Zip Code: __________________________________________________________________
Phone Number: ____________________________________________________________________
E-mail: _________________________________________________________________________

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The Southern California Chapter of APCO-International (the California Public-Safety Radio Association) is once again making available the National Telecommunicators Week buttons. The cost is still only $1.00 each, plus shipping and handling.

National Public Safety Telecommunicators Week honors all those who work in public safety communications. This year the buttons are 2 ¼ inch round pin-backed. They are worn during National Telecommunicators Week (April 12 – 18, 2020) to show support for our 9-1-1 professionals.

To order buttons, mail completed order form below. Checks, Money Orders, or Purchase Orders must be made payable to: “CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION” (NO abbreviations please).

NOTE: Button Orders using a Purchase Order as payment will be delayed in shipment until invoiced and payment is received

Ordering & Payment options: (Choose ONE)

Option 1: Check/Money Order/PO: Mail completed form along with payment to:

California Public-Safety Radio Association
Attn: Button Order
3410 La Sierra Ave., #F1185
Riverside, California 92503

Option 2: Credit card orders: Email to: treasurer@cpra.org or Fax: 213-291-9411

TIN: 95-4234700 www.cpra.org Questions or Assistance, contact Terri Nelson. E-mail: tnelcpra@gmail.com Phone: 714-425-1691

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<th>Quantity Discounts</th>
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<td>1-99 buttons $1.00 each</td>
<td>1-25 buttons $5.00</td>
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<td>100 + buttons $0.95 each</td>
<td>26-60 buttons $7.00</td>
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<td>61-100 buttons $10.00</td>
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<td>100+ buttons $15.00</td>
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Please Note: If payment is by credit card, you will need to fill in all areas shown in RED. The Zip must be the card billing address Zip code. Indicate additional shipping Zip if different than billing Zip.

Quantity ordered: __________@ $ __________ each  Total $ __________

Domestic Shipping & Handling (see above) $ __________

Payment and Shipping Information (PLEASE PRINT CLEARLY)  Total $ __________

( ) Check  ( ) Money Order  ( ) Credit Card

Name on Card (Print) ______________________________ Card Billing Zip: ____________________

Card Number __________________________________________ Exp. Date __________ Security PIN: __________

Ship To: Name: _______________________________ Cell Phone: ______________________________
Agency: ___________________________________________ Phone: ___________________________
Address: ___________________________________________ ZIP: __________________________

( ) Send receipt (PDF) via email to: ______________________________

The CPRA Chapter of APCO-International is an all-volunteer, Not-For-Profit, 501(c)(3) tax exempt Charitable Organization. Proceeds from the Button fundraiser help support the Annual CPRA Telecommunicators Awards Banquet.
Southern California Chapter
Of APCO International
(CPRA)
3410 La Sierra Ave., #F1185
Riverside, CA 92503

Check us out on the Web at:
www.cpra.org

“Important”

Time Sensitive Information

32nd Annual Dispatcher Award
Nomination Packet
&
Registration Forms